



OAKLAND PUBLIC EDUCATION FUND

JOB ANNOUNCEMENT

JOB TITLE	Associate Director of Programs
REPORTS TO	Director of Programs
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting March 29, 2024
JOB DETAILS	<ul style="list-style-type: none">• Full-Time, Salary, Exempt• Hybrid, Required to be in office 1-2 days per week
COMPENSATION	<ul style="list-style-type: none">• The salary range for this position is \$105,000 - \$120,000.00 (dependent upon experience and qualifications)
BENEFITS	<ul style="list-style-type: none">• Average of 13-15 Paid Holidays, plus a winter break.• 100% Employer Paid Health Insurance (employee only) Health/Vision/ Dental/ Life.• EAP, Travel Assistance, and Health Advocate Programs• Sponsored 401K Plan (non-matched)• Generous Vacation and Sick time accrual• Professional Development Budget for all staff• Work/Life Balance
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please send application to HR@oaklandedfund.org and with the following instructions:<ul style="list-style-type: none">○ Subject: "Associate Director of Programs" - First and Last Name○ Please include: Cover Letter and Resume

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ABOUT THE ED FUND:

Founded in 2003, the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

Our Work

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. For more information, visit <https://www.oaklandedfund.org/>.

WORK LIFE AT THE ED FUND:

- Opportunities for both personal development and professional growth;
- Flexible work schedule;
- Hybrid office and work from home environment;
- Staff outings, team-building activities, staff celebrations, and happy hours;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE POSITION:

Under the direction of the Director of Programs, the Associate Director of Programs will be the face of the Oakland School Volunteers program and work closely with the Director of Programs and leaders across the school system to identify opportunities for community members to provide service in Oakland public schools to build equitable outcomes for our students.

The Ed Fund partners with the Oakland Unified School District to provide parents, guardians, mentors, and community members with a streamlined, centralized method of volunteering in Oakland's public schools. The Oakland Ed Fund manages all the components of the volunteer program, including recruiting, training, assuring security measures, and matching volunteers with opportunities across the district. Our programs also include the Adopt an Oakland School program that provides customized partnerships between schools and corporate/community partners, as well as TechLink and ConstructionLink, which provide access to career exploration and pathways for high school students.

DUTIES AND RESPONSIBILITIES:

VOLUNTEER PROGRAMS STRATEGY, PEDAGOGY AND GROWTH

- Strategic and tactical leadership in all aspects of operating and growing Ed Fund programs
- Represent the organization to the public, key stakeholders, schools, and corporate partners, regularly attending community and networking events to advance the mission and reach of the Ed Fund.
- Understand and promote goals, vision, and strategy for the Ed Fund's Activity-Based Volunteer Weeks each school year, including 1) Back to School Support, 2) Latinx Literature Read-In Week, 3) Computer Science Education Week, 4) African-American Literature Read-In Week, and 5) Asian Pacific American Literature Read-In Week.
- Collaborate with staff from across the organization to create plans for program development/expansion and/or program contraction as needed.
- Develop plans for the sustainability and effectiveness of volunteer programs in collaboration with the Director of Programs and the agency's Executive Team.

MANAGEMENT AND PROGRAM IMPLEMENTATION

- Manage and train department staff using principles of adult learning
- Partner with Americorps, local universities and colleges, and other institutions to support the work of the department and manage one or more Americorps employees and seasonal intern(s)
- Be responsive to volunteers' and schools' needs, thoughtfully leading

high-impact work that enables more schools to build long-term connections with community volunteers.

- Work closely with the Executive Director, Director of Programs, and OUSD partners to expand and co-manage a coordinated volunteer recruitment and management strategy.
- Provide high-quality customer service to volunteers and partners
- Liaise with partners on volunteer events and requests for partnership or support outside of our existing volunteer programs; this leader fields partnership requests and determines whether to move forward based on mission fit.
- Plan and implement programmatic improvements with a focus on expanding services to schools and students intentionally and equitably (utilizing equity measures)
- Be on-site as needed to help facilitate programming, build relationships with school staff, and ensure the quality of programming.

COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Manage relationships with local volunteer pipelines, such as local teacher credentialing programs and universities, volunteer organizations, fellow nonprofits, corporate groups, etc.
- Cultivate nonprofit partner and corporate partner relationships that support school improvement, fund development, and volunteer opportunities in Oakland public schools.
- Develop and sustain relationships with district and school site personnel.
- Collaborate with the Ed Fund Communications team via social media, newsletters, and other forms of communication to promote the OSV program and individual volunteer opportunities and events.

FISCAL OVERSIGHT AND FUNDRAISING

- Manage the OSV program budget, track allocations and expenditures, and coordinate with the Ed Fund Finance team as needed.
- Support the Executive team in cultivating and supporting relationships with donors who are supporting Oakland School Volunteers.

OTHER DUTIES

- Be a liaison between the Ed Fund and the Oakland Unified School District.
- Develop and implement volunteer community-building activities and events to deepen commitment and engagement.
- Build and maintain databases to manage volunteer and school information, and manage public-facing volunteer sign-up tools.

REQUIRED QUALIFICATIONS:

- 5-7 years of experience in volunteer recruiting and coordination, community engagement, or similar work in non-profit or educational-related fields.
- BA/BS or equivalent experience
- Strong organizational skills, attention to detail, and ability to prioritize and manage multiple competing deadlines.
- Entrepreneurial and proactive -- identify needs, projects, problems, and opportunities and pursue them without having to be directed to do so;
- Excellent communication and writing skills.
- Deep commitment to and passion for the vision of the Ed Fund.
- Proficient with Google Suite tools.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Strong self-motivation and ability to operate effectively with limited direct management.
- Demonstrated ability to learn quickly and adapt to new situations.
- Demonstrated ability to interact effectively with diverse groups.
- Interpersonal skills using tact, patience, and courtesy.
- Must be a team player, be resilient, and have a sense of humor.
- Experience using Salesforce preferred.
- Knowledge of and connections to Oakland communities preferred.
- Possession of or ability to get a valid California driver's license and willingness to travel locally.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift 20 lbs.
- Ability to work nights and weekends (as needed).
- A Smartphone is required for multi-authentication with various Ed Fund applications.
- This hybrid schedule requires this role to report to work at the office at least once a week.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration

for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.